



CHICAGO
SCOTS

CALEDONIA
SENIOR LIVING & MEMORY CARE

Date: Tuesday, March 10, 2020

COVID-19: NEW Prevention Measures

Our highest priorities are the health and safety of everyone who lives, visits or works at Caledonia Senior Living and Memory Care. Therefore, in response to new recommendations from the Illinois Department of Public Health (IDPH) and the progression of the COVID-19 corona virus in Illinois, ***effective immediately***, we are implementing three additional preventive measures on our Caledonia Senior Living campus. We know these changes may inconvenience or upset some of you. For this we apologize. Please know that we wouldn't make these changes if we didn't feel they are necessary. We are monitoring COVID-19 very closely every day and will revisit these precautions in the coming week. However, these precautions will be in place until at least March 18th when IDPH will issue further advice.

Measure #1: “Essential Visitors” Only Precaution

This precaution means only essential visitors will be permitted on our campus (which includes both The Scottish Home and The MacLean House).

We ask that all essential visitors still use extreme prudence when deciding whether they should visit or not. No one who displays symptoms of illness will be allowed to visit. We ask that you stay home if you think there is a chance that you may have been exposed to

COVID-19, even if your symptoms are not obvious. If someone in your household is ill, please do not come to the campus.

During this time we respectfully ask that families visit less frequently and limit the number of people who will visit. We also ask families to consider whether their loved one can manage with a “virtual visit” (by video call) for the near future.

At this time the following types of visitors are considered “essential”:

- Private caregivers, hospice workers.
- Contract employees.
- Loved ones escorting residents to medical appointments.
- Loved ones who need to visit for residents’ emotional well-being.
- Family members/POAs whose loved ones are receiving hospice care.
- Essential trained Caledonia Senior Living volunteers who help provide resident programs.
- Essential vendors such as our pharmacy provider, vendors for any urgent maintenance needs, etc.

At this time the following types of visitors are not permitted on our campus:

- Children below 18 years of age.
- Non-essential vendors.
- Business professionals including sales people, professionals that work at other senior living communities.
- Entertainment.
- Extended friends and family.

Measure #2: Interruptions to Events and Programming

Effective immediately we have made the following changes to the types of programs and activities held on our campus:

- All resident programs and events that involve outside parties will be cancelled or rescheduled including church services, our student CNA program, etc. All programs that don’t involve outside organizations will continue as normal.

- External groups that use our campus will be cancelled including general public voting, Lions Club, etc.
- All Chicago Scots membership events/meetings on campus have or will be cancelled.
- Our March marketing event has been cancelled.
- All business meetings and lunches must be cancelled, rescheduled or hosted as virtual meeting.
- Any Guest Room reservations will be cancelled.
- All outgoing resident trips will be replaced with internal programs.

Measure #3: Access to the community and screening at entrance

Effective Wednesday, March 11th, all staff, residents and essential visitors must enter the community through the Scottish Home main entrance for mandatory screening. Everyone coming onto our campus must have their temperature taken, undergo screening for symptoms and complete a short questionnaire. The screening will be completed at the front desk.

For staff, screening is mandatory at the beginning of every shift. Employees will be asked to punch in after they have washed their hands and been screened for temperature and other symptoms.

Any staff, residents and visitors whose temperature is a low grade fever or higher will be asked to leave and return when they have a doctor's note.

All visitors must use hand sanitizer on their way in and out of our community – a good general precaution and we ask you to also allow time to wash your hands for at least 20 seconds with warm water after your screening.

Other precautions already implemented:

- Provided additional in-services for all staff on handwashing and providing services to residents who are on isolation.
- Displayed new educational signage from the World Health Organization COVID-19 communication tool kit.

- Increased the frequency of sanitizing high traffic common areas, door knobs, etc.
- Ordered and secured additional supplies.
- Added more alcohol-based hand sanitizer stations.
- Increased active monitoring of residents for early detection.
- Provided literature to employees educating them about the latest information about COVID-19 and how they can help keep our community safe.
- We are not admitting new residents displaying signs/symptoms.

What should everyone do:

- Rely on trusted resources for information. We use Center for Disease Control (www.cdc.gov), World Health Organization (www.who.int), Illinois Department of Public Health (www.dph.illinois.gov) and Leading Age (www.leadingage.org) which are all excellent, trustworthy resources.
- Avoid close contact with people who are sick.
- Don't touch your eyes, nose and mouth without washing your hands first.
- Wash your hands frequently with soap and warm water for at least 20 seconds. If you can't, use alcohol-based hand sanitizer. Please wash your hands before all meals and before entering our dining areas and resident rooms.

What else should family members/friends do?

- Private Caregivers MUST comply with our precautions when on our campus. Please provide this memo to your private caregiver, if you have one. Please let us know if you need a PDF version of this memo.
- Please bear with us during this time as we anticipate possible interruptions to our typical staffing/services. We appreciate your support and understanding. We will reach out to you if we need additional help during this time. Please know we will do everything possible to maintain the high level of service to which you are accustomed.

What should staff do?

- Do not come to work if you're sick and please don't miss work unless you are sick or have prearranged time off.
- Do not come to work unless you are scheduled or are asked to come in to work.
- Just like visitors, please access the community through the Scottish Home and allow for time to wash hands, undergo the screening and get to your part of the campus in time for your shift. Our normal policy around late punches will be adapted accordingly.
- During this time please do not bring your family members into the community. We will provide further guidance in the event of school closures or schedule interruption at schools.


This issue is evolving daily. We want to reassure everyone that we are monitoring it very closely and continuing to adjust our practices based upon recommendations from the CDC and IDPH. We caution you that at some point we may be required to take even more robust measures and we are committed to being over-prepared for this possibility. We are approaching this situation with an abundance of caution and with everyone's safety uppermost in our minds.

In advance of your understanding, patience and cooperation, we thank you.

Best,



Gus Noble
President



Siân Stevens
Chief Operating Officer



Chris Cortez
Administrator